

**Subject:** *Important Updates to the Request for Applications (RFA) to Provide General Child Care and Development (GCTR) Program Services for Children, Ages Birth to Three Years, in San Francisco County, ZIP Code 94124.*

**No.:**  
**02-14a**

**Release Date:**  
**July 31, 2002**

**Attention:** All Interested Parties

In accordance with *California Code of Regulations*, Title 5, Education, Chapter 19, Section 18002(c), the California Department of Education, Child Development Division (CDD), calls to your attention the following changes to the Management Bulletin (MB) 02-14, issued on July 9, 2002.

Item Changed	Document and Page No.	Delete	Replace or Insert*
Important Dates to Remember	MB, page 1; Application, page 1	RFA Due Date.....August 19, 2002 Review of Application.....August 22, 2002 Tentative Notification.....August 29, 2002 Appeal Period Begins.....September 9, 2002 Final Award Notification..September 20, 2002	RFA Due Date.....August 30, 2002 Review of Application..... September 2, 2002 Tentative Notification..... September 9, 2002 Appeal Period Begins.....September 23, 2002 Final Award Notification..September 30, 2002
Purpose of MB 02-14	MB, page 1, ¶1	Not Applicable	in the ZIP Code area of 94124
Contract Information	MB, page 1, ¶2	Not Applicable	in the 94124 ZIP Code area. There are 18 children receiving services under this funding; the successful applicant must provide continuing service to these children. Agencies proposing to serve only some or none of the currently enrolled families will be viewed as not responsive to the requirements of the MB and will be rejected with no further review, with no appeal rights.
General Contract Information	MB, page 4, Item B, ¶2	Not Applicable	Applicants must submit a twelve-month program calendar detailing the proposed days of operation.
Application Submission Requirements	MB, page 6, Item B	August 19, 2002	August 30, 2002

\* The italicized text in MB 02-14a highlights the changes to MB 02-14. Amendments to MB 02-14 appear only on pages 1, 4 and 6 of the Management Bulletin and Page 1 of the application for General Child Care and Development Program Funding.

Questions about these Amendments may be directed to CDD at (916) 322-6233. Please ask to speak with a member of the RFA Team.



**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

***Revised July 31, 2002***

<b>Subject:</b> Request for Applications (RFA) to Provide General Child Care and Development (GCTR) Program Services for Children, Ages Birth to Three Years, in San Francisco County, ZIP Code 94124 Area.	<b>No.:</b> <b>02-14a</b>
	<b>Issue Date:</b> July 9, 2002
<b>Authority:</b> California <i>Education Code (EC)</i> , Division 1, Part 6, Chapter 2. Articles 1, 8, 14, and 17. <i>California Code of Regulations</i> , Title 5, Education, Chapter 19 (5 CCR).	<b>Expires:</b> October 2002

**Important Dates to Remember**

**RFA Due Date..... August 30, 2002**

Review of Applications.....September 2, 2002

Tentative Notifications .....September 9, 2002

Appeal Period Begins .....September 23, 2002

Final Award Notification .....September 30, 2002

**CDD Web Page:** <[http://www.cde.ca.gov/cyfsbranch/child\\_development/index.html](http://www.cde.ca.gov/cyfsbranch/child_development/index.html)>

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**1. PURPOSE OF THIS MANAGEMENT BULLETIN**

This Management Bulletin (MB) announces the availability of funds in San Francisco County for an eligible agency to assume contract responsibility for a full-day and full-year General Child Care and Development (GCTR) program *in the ZIP Code area of 94124*, for children, ages birth to three years, and to instruct potential applicants of the requirements for obtaining an application for funding. Agencies interested in this funding must complete and submit the attached application to the California Department of Education (CDE), Child Development Division (CDD), by *August 30, 2002*.

**2. CONTRACT INFORMATION**

This contract will commence on or about January 1, 2003. The funding available through this contract will serve approximately 37 full-time equivalent (FTE) children *in the 94124 ZIP Code area*. *There are 18 children currently receiving services under this funding, the successful applicant must provide continuing service to these children. Agencies proposing to serve only some or none of the currently enrolled families will be viewed as not responsive to the requirements of the Management Bulletin and will be rejected with no further review, with no appeal rights.* The minimum days of operation (MDO) are 251 days per calendar year. The daily reimbursement rate for each child day enrollment is subject to negotiations with CDE's Child Development Fiscal Services (CDFS) Unit, but will not exceed the standard reimbursement rate (SRR) as determined pursuant to the 2002 Budget Act. The current SRR is \$27.59 per child, per full-time equivalent day.

### **3. ELIGIBILITY FOR PROGRAM FUNDS**

The agency must be licensed or be eligible for licensing in accordance with *California Code of Regulations*, Title 22 (22 CCR), Social Security, Division 12, at the time the application is submitted to CDE/CDD. Services to children may not begin until the contractor submits to CDD a copy of their site license or provides verification of their license exempt status.

### **4. PROGRAM DESCRIPTION AND REQUIREMENTS**

California continues to offer the largest, most comprehensive early care and education system in the nation. CDE through CDD administers more than a dozen diverse State and federally-subsidized programs. Included within these programs is the center-based GCTR program. The Legislature intended that families have access to GCTR programs regardless of ethnic status, cultural background, or special needs, and that these subsidized GCTR programs be provided to eligible families to the extent funding is made available by the Legislature.

All State GCTR programs must include age and developmentally appropriate activities for children, supervision, parenting education and parent involvement, social services that include, but are not limited to, identification of child and family need and referral to appropriate agencies including health services, follow-up nutrition and training, and career ladder opportunities for staff (documentation of which shall be provided to CDD).

Specifically, GCTR programs must have the following minimum services, which are indicators of program quality:

- A physical environment that is safe and appropriate to the ages of the children and meets applicable licensing standards;
- Program activities and services that are age appropriate and meet the developmental needs of each child, including, but not limited to, activities for social, emotional, cognitive, and physical development;
- Program activities and services that meet the cultural, linguistic, and other special needs of children and families being served;
- Family and community involvement;
- Parent education and involvement;
- Efficient and effective local program administration;
- Staff who possess the appropriate and required qualifications and experience. The staff shall also reflect the linguistic and cultural make-up of children and families in the program. The use of intergenerational staff is encouraged;

- Support services for children, families, and providers of care;
- Provision for nutritional needs of children;
- Social services that include, but are not limited to identification of child and family needs and referral to appropriate agencies; and
- Health services that include referral of children to appropriate agencies for services.

In addition, GCTR programs must comply with the general provisions set forth in 5 *CCR*, section 18077 *et seq.*, and the general program requirements set forth in 5 *CCR*, section 18271 *et seq.*

Each agency must maintain a developmental profile to identify the emotional, social, physical, linguistic, and cognitive growth of each child served to plan and conduct age and developmentally appropriate activities.

Program contractors must maintain appropriate staffing ratios in accordance with 5 *CCR*, Section 18290.

All facilities housing GCTR programs must meet the licensing standards described in 22 *CCR*. If the facilities are exempt by statute or otherwise exempt from licensing, they must comply with the health and safety regulations set forth in 22 *CCR*.

#### **A. Qualitative and Quantitative Measurements**

CDD recognizes the following as characteristics of high-quality child care and development environments:

- Settings that are safe, provide small-group sizes, and offer adult-to-child ratios that encourage the best opportunities for development and have low staff turnover.
- Caregivers or teachers who have experience and are trained in early childhood development.
- Learning materials and teaching styles that are age-appropriate and respectful of children's cultural and ethnic heritages.
- Learning opportunities that promote children's success in school.

Each child care and development program contractor will be measured qualitatively and quantitatively by CDE (*EC*, Section 8261, and 5 *CCR*, Section 18279) as follows:

1. **Contractor Self-Reviews:** Each child care and development contractor will be required to complete an annual self-assessment. The self-assessment shall be completed and submitted to CDE, CDD by June 1 of each year. Contractors will

also be required to conduct an annual self-review using the Coordinated Compliance/Contract Monitoring Review Instrument.

2. External Reviews: Each CDE child care and development contractor will be measured qualitatively and quantitatively by the CDE or designated representatives using:
  - a. The fiscal and service data reports submitted by the contractor;
  - b. The annual fiscal and compliance audit submitted by the contractor; and
  - c. Contract Monitoring or Coordinated Compliance Review instruments, and the indicators of quality listed in *EC*, Section 8203.

## **B. General Contract Information**

The MRA will be negotiated based on the agency's proposed service level. This contract is a cost reimbursement contract based on service earnings. CDD contracts are not "grants." A "contract" is a legally binding agreement between two parties. In the case of most CDD contracts, the agreement is between an agency and CDE in which the agency promises to provide child care and development services according to defined programmatic and fiscal expectations, and CDE promises to reimburse the agency for those services according to defined limits.

Contracts are for one State Fiscal Year (July 1 through June 30). The initial projected contract period is January 1, 2003, through June 30, 2003; however, the actual contract start date will be negotiated by CDE. *Applicants must submit a twelve-month program calendar detailing the proposed days of operation.* After the initial contract period, the contractor's eligibility for continued funding each subsequent year is contingent upon compliance with the Funding Terms and Conditions and Program Requirements which are the binding terms of the contract; evidence of satisfactory contract performance; compliance with all relevant state and federal reporting requirements; and approval by CDE.

## **C. How Contract Payments Will Be Made**

Agencies are advised that funds cannot be obligated outside the specified contract period or disbursed until a formal contract between the CDE and the agency has been executed. A contract is executed only after both parties have signed the contract. Contractors will receive a copy of the contract once it has been executed. Costs incurred before the effective date of the contract are **not** reimbursable expenditures.

CDE's Child Development Fiscal Services (CDFS) Unit is responsible for generating contract payments. Contract payments are adjusted to reflect a flow of funds, which most accurately correspond to the amount projected to be earned by the contractor through the end of the contract period. The first payment of funds should not be expected for at least six to eight weeks after the signed contract is returned to CDE Contracts Office.

At the time of application, agencies will be required to have three months of operating capital in reserve or available to operate their program during the contracted period prior to receiving state contract advance payments. Examples of acceptable reserve operating capital would include, but not limited to, cash or a line of credit. Three months of operating capital is one-fourth of the annual Maximum Reimbursement Amount (MRA).

#### **D. Start-up Allowance (Service-Level Exemption)**

In accordance with *EC* Section 8275 and 5 *CCR* Section 18034, the contractor may be allowed up to 15 percent of the annual contract amount as a “start-up” allowance. **This allowance is not additional funding** but is part of the contract amount. Since new or expanding programs may not have sufficient enrollment during the first contract period while the program is starting up, but may have legitimate expenses, the statute allows a certain amount of the contract to be reimbursed without providing services. This service-level exemption is referred to as a “start-up” allowance and will be reimbursed, if claimed as expenses, up to the limits specified in the contract. The actual amount of the start-up allowance will be negotiated by CDFS with the successful applicant based on demonstrated need and may include, but not be limited to, the following costs:

- The employment and orientation of necessary staff;
- The setting up of the program and facility;
- The finalization of rental agreements and the making of necessary deposits;
- The purchase of a reasonable inventory of materials and supplies; and
- The purchase of an initial premium for insurance.

#### **E. Subcontracting**

Contractors may subcontract all or part of their contract to another agency (reference Funding Terms and Conditions and Program requirements for limitations); however, the contractor is still responsible for all programmatic and fiscal requirements of the program.

#### **F. Audit Requirements**

With the exception of Local Education Agencies, each agency awarded a contract for a CDE child care and development program is required to submit an annual financial audit report to CDE. This report is due **November 15** for the State fiscal year ending June 30.

These audits must be executed in accordance with Generally Accepted Auditing Standards and the Audit Guide for Auditors of Child Development Programs administered by public, private nonprofit, and private for-profit agencies. Copies of the Audit Guide may be obtained by calling the CDE’s Audits and Investigations Division at (916) 322-2288. The audits must be executed by one of the following:

- A CPA licensed by the California State Board of Accountancy;
- A Public Accountant licensed on or before December 31, 1970, by the California State Board of Accountancy; or
- The CDE’s Audits and Investigations Division or another comparable federal, state, or local audit group independent of the agency being audited.

## 5. APPLICATION SUBMISSION REQUIREMENTS

Before submitting an application for GCTR program funding, applicants should carefully review the information in this Management Bulletin and the instructions in the application. Applicants must complete all required sections of the application and follow the format instructions described in this section.

- A. Submit one **(1) original and four (4) copies** of the completed application to the address below:

Child Development Division  
**MB 02-14a/GCTR-SF**  
560 J Street, Suite 220  
Sacramento, CA 95814

- B. All applications must arrive in CDD at the address listed in item A of this section, no later than **5 p.m. on Monday, August 30, 2002**.

- C. It is the sole responsibility of the applicant agency to ensure that CDD receives the required original and four (4) copies of their application by the above deadline. CDD will consider incomplete or late applications non-responsive. Each application must be complete when submitted. No changes, modifications, corrections, or additions will be made to the application(s) once it has been received. **NO EXCEPTIONS WILL BE MADE.**

- D. Applicants may mail or personally deliver the applications. Applicants must not address the application package to CDE's post office box or to any other division within CDE. Postmark or delivery service receipt dates will not be accepted in place of the date the application packages were received by CDD. If the agency elects to mail rather than hand deliver its application packages, the agency may choose to use a mail delivery process that will provide it with a receipt showing the date and time the application packages were actually received by CDD.

- E. **Signed certifications contained in the application must be signed by authorized agents of the agency with authority to engage the agency in a contractual agreement.**

- F. All applicants agree that, in submitting an application, they authorize CDD to verify any and all claimed information and to verify any reference names in the application.

- G. Applications must comply with the following requirements for margins, fonts, page format, and page limitations:

- Use a 12 point font (e.g., Times New Roman or Arial) that does not exceed six lines per inch and 15 characters per inch;
- Do not use a compressed, narrow, or script font;
- The top, bottom, left, and right margins of the page must be at least one-half inch from the edge of the paper;

- All pages of the application and the Program Narrative must be single-sided, submitted on 8 ½ x 11 inch white paper;
  - All pages of the Program Narrative must be numbered sequentially, and each page must have a header containing the Management Bulletin Number, the name of the applicant agency, and the page number; and
  - The maximum number of pages an agency may submit for the Program Narrative portion of the application is **12. This includes the Weekly Lesson Plan. (Note: Readers will be instructed not to consider the portion of response that exceeds the stated page limitation for each Program Narrative Component.)**
- H. Please do not attach document covers or place applications in binders, as they will be removed before the review of the application for easy handling. Agencies may include a one-page transmittal to the application. However, this will be removed prior to the review of the applications. Please ensure that each application is adequately secured with a staple in the upper left-hand corner.
- I. The **original copy** must have original signatures by the agency's authorized agent in **ALL** sections where those signatures are required (i.e., Certification Signature, Vendor Data Record Form [if applicable], Nondiscrimination Statement). Please use **blue ink** for all signatures.
- J. Applications must describe the program the agency will implement. Applications may not contain false or misleading information.
- K. Applications that are plagiarized in any part or form will automatically be rejected. Agencies cannot submit an application where the text has been copied from another agency's previous or current application, whether another agency voluntarily or involuntarily provided the information. The information in the application must be relevant and unique to the submitting agency's program.

## 6. COST OF DEVELOPING THE APPLICATION

The cost of developing applications is entirely the responsibility of the proposing entity. Upon receipt of an award of funds through this Management Bulletin, such application development costs are not a reimbursable expenditure.

## 7. APPLICATION REVIEW PROCESS

### Screening and Disqualification

An applicant must submit a complete application in accordance with the instructions contained in the Application Submission Requirements described in this Management Bulletin and the instructions in the application. If an application is submitted that is incomplete or not completed in accordance with the instructions, CDD will reject the application and no further review will be made. CDD will screen all applications for completeness, and applications that disregard the instructions regarding required signatures, number of copies of the application, font or margins, required forms, and



required attachments will be rejected. In addition, applications that are plagiarized or contain false or misleading information will be rejected.

## **8. HOW THE COMPETITIVE APPLICATIONS WILL BE FUNDED**

Applications will be evaluated and scored in accordance with the scoring guide specified in the Management Bulletin (see Attachment B). The total score is based 100 percent on the assessment of the written application. The applicant must obtain a minimum of 70 percent of the total points possible for this application to be eligible for funding.

## **9. AWARD NOTIFICATION FOR APPLICANTS**

### **Final Award Notification**

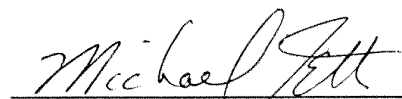
Notification of the final award of funding will be announced on the CDD Web site and mailed to the successful applicant's Executive Officer noted on the application. Notification of final award is scheduled on or before September 20, 2002. CDD staff has been instructed not to respond to telephone calls regarding the final award until after this date.

## **10. THE APPEAL PROCESS**

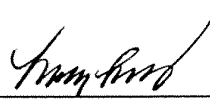
An unsuccessful applicant may appeal the procedures used in the scoring of applications by following the procedures described in 5 CCR, Section 18003, to resolve contract award disputes.

The letter of results mailed to agencies will contain appeal rights and timeline information. In accordance with EC, Section 8261(c), CDE reserves the right to waive the regulations regarding the time limitations for scheduling and notification of appeal hearings and their results pursuant to 5 CCR, Section 18003.

If you have questions regarding this funding, please contact Kathy Meyer, CDD, at (916) 323-1324, or by e-mail at [kmeyer@cde.ca.gov](mailto:kmeyer@cde.ca.gov).



Michael Jett, Director  
Child Development Division



Kathy B. Lewis  
Deputy Superintendent  
Child, Youth and Family Services Branch

Attachments: A. Reference Materials Listing  
B. Scoring Guide  
C. Sample Lesson Plan Form  
D. MB 02-14a, Application

<p>This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirements. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirements is not prescriptive pursuant to <i>Education Code 33308.5</i>.</p>
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## Attachment A

PUBLICATIONS	ADDRESS YOUR INQUIRIES TO:
California <i>Education Code</i> <i>Public Contract Code</i>	West Group at 1-800-762-5272, to purchase a complete copy of these codes  Legislative Counsel of California. "Official California Legislation Information." [Online] < <a href="http://www.leginfo.ca.gov/calaw.html">http://www.leginfo.ca.gov/calaw.html</a> >
Title 5, <i>California Code of Regulations</i> Title 22, <i>California Code of Regulations</i>	Barclays West Group P.O. Box 95767 Chicago, IL 60694-5767 Phone orders: 1-800-888-3600 (7:30 a.m. - 4:30 p.m.)  West Group. "Welcome to the California Code of Regulations." [Online] < <a href="http://www.calregs.com">http://www.calregs.com</a> >  or California Department of Social Services. "Online California Code of Regulations, Title 22." < <a href="http://www.dss.cahwnet.gov/getinfo/cacoderegs.html">http://www.dss.cahwnet.gov/getinfo/cacoderegs.html</a> >
Audit Guide	California Department of Education Office of External Audits Phone: (916) 322-2288 < <a href="http://www.cde.ca.gov/labbranch/cdeag00/index.html">http://www.cde.ca.gov/labbranch/cdeag00/index.html</a> >
Funding Terms and Conditions and Program Requirements	California Department of Education Child Development Division Phone: (916) 322-6233 < <a href="http://www.cde.ca.gov/fasdiv/childcareftc/ftc2002.htm">http://www.cde.ca.gov/fasdiv/childcareftc/ftc2002.htm</a> >
Additional copies of this Management Bulletin and Application for Funding	California Department of Education Child Development Division Phone: (916) 322-6233 < <a href="http://www.cde.ca.gov/cyfsbranch/child_development/mb0214.htm">http://www.cde.ca.gov/cyfsbranch/child_development/mb0214.htm</a> >
1999 Child Care Portfolio Data--data about child care in California, county by county	California Child Care Resource and Referral Network Phone: (415) 882-0234 < <a href="http://www.rrnetwork.org">http://www.rrnetwork.org</a> >
Various child care and development resource reference documents	California Department of Education Publications (CDE Press) Phone: (916) 445-7608

## ATTACHMENT B

### MB 02-14a / Child Care and Development Program Funding Scoring Guide

**Total Points Possible = 100**

<b>Program Narrative Component #1: Agency Philosophy and Introduction (Not Scored)</b>																	
<b>Program Narrative Component #2: Children and Families (Not Scored)</b>																	
<b>Program Narrative Component #3: Program Administration (Total Points Possible = 25)</b>																	
<ul style="list-style-type: none"> <li>A maximum of 20 points is possible for <u>all</u> goal and objective statements.</li> <li>A maximum of 5 points is possible for describing the agency's process for assessing progress toward identified goals.</li> </ul>																	
Component Description	Learning Activity and Environment Design			Facilities Management			Recruitment and Retention of Staff			Staff Development			Fiscal Accountability			Component Subtotals <sup>1</sup>	
One point will be awarded for each complete <b>goal</b> statement. (1 pt. per goal = 5 pts. possible)	1			1			1			1			1				
One point will be awarded for each complete and measurable <b>objective</b> . (3 pts. per goal = 15 pts. possible)	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3		
Five points will be awarded for describing the agency's process for assessing the agency's progress in meeting its goals and objectives. (1pt. per goal = 5 pts. possible)	1			1			1			1			1				
<b>Program Narrative Component #4: Meeting the Developmental Needs of Children (Total Points Possible = 60)</b>																	
A. The narrative rationale describes and incorporates program learning activity areas and clearly establishes their purpose in program delivery for the ages being served.  (3 pts. per learning activity area = 15 pts. possible)	Social-Emotional Development			Cognitive Development			Language Development			Physical Development			Nutrition Education			Component Subtotals <sup>1</sup>	
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3		
B. Lesson Plan Activities: (1 pt. daily for each criteria [listed below] = 25 pts. possible)	Day 1			Day 2			Day 3			Day 4			Day 5				
(1) Are developmentally <sup>2</sup> age appropriate for the children being served.	1			1			1			1			1				
(2) Address individual abilities.	1			1			1			1			1				
(3) Address cultural and linguistic differences.	1			1			1			1			1				
(4) Document program variety.	1			1			1			1			1				
(5) Establish opportunities for expanding child learning.	1			1			1			1			1				

<sup>1</sup> No score (0 points) will be given for any Program Narrative Component that is not addressed in this application.

<sup>2</sup> Social-emotional, cognitive, language, and physical.

Program Narrative Component #4: (Continued)						
C. Nutrition Education. Lesson plan activities:						Component Subtotals <sup>1</sup>
(1) Incorporates activities to connect nutrition education to other program components. (2 pts. possible)					2	
(2) Incorporates a wide variety of options that are high in nutrient value and includes food choices for snacks or meals. (3 pts. possible)					3	
D. The combined written narrative and lesson plan demonstrates a comprehensive, integrated, and experientially rich program. (5 pts possible)				Poor (< 48 Pts.)	Good (49 – 59 Pts.)	Excellent (60-70 Pts.)
Note: Point ranges represented in this score component refer to total points received in Program Narrative Component #4, Items A, B, and C which represents 45 pts.				0	3	5
E. The schedule incorporates a balance of learning experiences for the child. (1pt. per element = 5 pts. possible)	Group	Child-Initiated	Adult-Initiated	Individual	Cooperative	
	1	1	1	1	1	
The schedule establishes appropriate time periods to achieve planned activities. (5 pts possible)					5	
Program Narrative Component #5: Parent and Community Outreach (Total Points Possible = 15)						
						Component Subtotals <sup>1</sup>
A. The plan includes a comprehensive approach to assess parent and community interest and resources to support the program. (5 pts. possible)	Includes Approach to Assess Parent Interests and Resources		Includes Approach to Assess Community Interests and Resources			
	3		2			
B. The plan describes effective approaches to develop and maintain linkages between home, school, and community. (5 pts. possible)	Includes Linkages Between Home and School		Includes Linkages Between School and Community			
	3		2			
C. The plan includes a comprehensive approach to utilizing resource support for the program. (5 pts. possible)	Includes Plan to Utilize Parent Resources		Includes Plan to Utilize Community Resources			
	3		2			
<b>Total Points Awarded</b> (70 points or higher required to be eligible for funding)						

<sup>1</sup> No score (0 points) will be given for any Program Narrative Component that is not addressed in this application.

**GCTR WEEKLY LESSON PLANNING FORM (Sample)**

(Design program instruction for one class of 16 children, ages 18 months through 36 months. All children have been assessed).

**Special Skills:**

**Week of: November 11-15, 2002**

Monday	Tuesday	Wednesday	Thursday	Friday

**Changes to the environment (e.g., stations, set-ups for child choice area, resources, reading area, artwork):**

**Nutrition Plan:**

Monday	Tuesday	Wednesday	Thursday	Friday

**NOTE:** Font size may be reduced for this page only.